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ABSTRACT

Provided are guidelines for developing and implementing a before- and after-school child care program for elementary school students in suburban areas. Guidelines are based on the experience of Ohio's Groveport-Madison Local School District. Contents concern: (1) the process of establishing need; (2) the process of laying the groundwork; (3) first steps after approval; (4) an information sheet; (5) a program prototype; (6) the process of moving toward implementation; (7) objectives; (8) discipline policy; (9) job descriptions; (10) a staff record; (11) a registration form; (12) emergency medical authorization; (13) a health record; (14) a parent handbook for the extended-day program; (15) an hourly use card; (16) a sign-out card; (17) a daily time schedule; (18) examples of payment plans; (19) equipment and supplies; (20) day-to-day operation; (21) an activity list; (22) books and newsletters; (23) a publicity slide presentation of activities; and (24) an outline for program development. About a third of the manual consists of appended newsletters and calendars of activities. (RH)

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LATCHKEY GUIDELINES

Suburban Model

GROVEPORT-MADISON LOCAL SCHOOL DISTRICT

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The development and implementation of this latchkey program was made available through the support and encouragement provided by the Groveport Madison Board of Education, administrators, and staff.

Flo Reinmuth, Coordinator/Director
Groveport Madison Local School District

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I. Establishing a Need

A. Survey

B. Check other existing before/after school programs in the area

1. Cost
2. Hours
3. Penalty for not attending
4. Daily P.T.A. or P.T.O. meetings to determine their view of a need

I. Establishing a Need

When establishing the need for a program, a survey sent out to all parents of school-age children is a very useful tool. The survey can be included in the school newsletter that goes home with every child or a special flyer. The survey should include questions that will give you the following information:

1. How many people are interested in using the program?
2. Would the parents be using it before school, after school, or both?
3. Is this a working parent that will need it daily or occasionally?
4. What price would be affordable?*
5. What are the ages of the children?

It is important to investigate any other day-care programs in your area. If such a program is available, find out its cost, the hours it is offered, whether there is a penalty for not attending, the types of activities provided, the ages being served, and the quality of the service. Visit the various programs and observe how the children are responding and how their time is being spent.

If there are any other before/after school child care programs being held in the schools in your area, schedule a visit. There are several benefits in doing this: (1) it is helpful in defining your goals and objectives; (2) it gives you a more realistic view of how these types of programs operate; (3) it helps you decide what you do and do not want in your program. Before your visit, make a list of questions you would like answered. Some of these might be

1. What is the teacher-student ratio?
2. What are the qualifications of the teachers?
3. What are the responsibilities of the staff?

* The suggested price would be $10.00 per family in the form of a nonrefundable registration fee. Specific charges for each child would be $1.50 per hour for the first child, $1.25 per hour for the second child, and $1.00 per hour for the third child.

I. Establishing a Need (continued)

4. Is it more academic or recreational?
5. Are there age appropriate activities?
6. What are the choices of activities, and are there special events?
7. What types of snacks and drinks do they have?
8. What is the cost of the program, and what is its billing system?
9. Are the program administrators licensed, and if so, did they have problems with liability insurance?
10. How were the children reacting to one another? Did they seem happy and interested in what they were doing?

When you have determined a need, checked out existing programs (both day-care and before/after school programs), and developed your objectives and philosophy, it is a good idea to attend the P.T.A. or P.T.O. meetings. You can present your findings and determine the members' view of the need and seek their support. The support of the P.T.A. or P.T.O. is very beneficial and adds to the credibility of your program.

II. Laying the Groundwork

A. Review child care licensing procedures
   1. Contact a day care licensing specialist with the Ohio Department of Public Welfare
      a. Explain needs
      b. Ask for advice as to how you should be licensed
   2. Acquire a copy of the State Child Care Licensing Law and Administrative Rules
   3. Determine what type of licensing best meets the needs of staff and facility

B. Presentation of proposal to the board of education or other governing body
   1. Results of the survey
   2. Goals and objectives of the program
   3. Successes of other established programs
      a. Slide presentation demonstrating what the program has to offer
      b. Newsletters
      c. Parent handbooks
      d. Letters of support from parents and staff
   4. Cost of the program
      a. Participants' cost
      b. Insurance
      c. Salary
         1. Worker's Compensation
         2. Benefits
      d. Taxes
      e. Supplies and food
      f. Explanation of licensing procedures

II. Laying the Groundwork (continued)

Your decision to be licensed or not will depend on whether your program will be within the auspices of the school system or outside of them (except for the use of the building and buses).

If you are within the auspices of the school system, then that will mean the following:

1. Your program will be covered under its liability insurance.
2. The treasurer of the school system will have control of the money and will be responsible for paychecks, deductions, workmen's compensation and the State Teachers Retirement System.

If you are not included within the school system, it is best to become licensed through the state, so that you can purchase liability insurance. Liability insurance is a must for the program and insurance companies will grant this only to licensed programs.

The first step to becoming licensed is to contact the Ohio Department of Human Services and ask that it assign a licensing specialist to your program and that it send you a copy of the State Child Care Licensing Law and Administrative Rules. There are different types of licensing and you need to inform your licensing specialist of the following:

1. Your child-teacher ratio
2. Qualifications of staff
3. Age groups attending the program
4. Size of the room being used
5. Activities being held in the room
6. The time your program will be in session

Your licensing specialist is very helpful in steering you away from legal problems that you never would have foreseen.

Presentation of your proposal for a program to the board of education is policy in most school districts, even if you have already received monies or an "OK" to go ahead and put together a program. You will want a thorough accounting of your findings from the survey and your investigation of other existing programs.

II. Laying the Groundwork (continued)

In your presentation, the goals and objectives of your program should not only focus on the children but on the parents and community. The more that you can demonstrate the benefits for your whole district, the better your chances of obtaining support and approval.

When you are presenting the successes of other established programs, compile the following data and material:

1. Where is the program located?
2. What has been the rate of increase in enrollment?
3. Has there been a need to expand to another location?
4. Have a slide presentation which emphasizes the "special events" in the program.
5. Prepare a packet for each person containing copies of newsletters, parent handbooks, press releases, and letters of support from principals and parents.

The board will need a proposed budget. In the budget, you will need to list the sources of revenue and your expenditures.

Your revenue will depend on the amount of seed money you will receive and your fee scale. Your fee scale can either be on an hourly basis or a daily rate. The suggested fee scale is referred to in the first section entitled "Establishing a Need." The most affordable for the parents is an hourly rate, because they only pay when their child uses the program.

After you have established your fees, you must then determine how many hours per day the program must be used to cover expenses.

The expenditures of the program will include the following:

1. Director's salary (if applicable)
2. Teacher's salary
3. Equipment
4. Supplies
5. Snacks
6. Printing
7. State Teachers Retirement System*

* only applicable if part of the school system

II. Laying the Groundwork (continued)

8. Insurance
9. Social Security
10. Unemployment
11. Worker's Compensation
12. Federal taxes
13. State taxes
14. City taxes

A criteria for determining what the salaries could be; what other people in similar programs are paying their directors, teachers, and aides; whether the person has a teaching certificate; and what your projected revenue could afford to pay. The amount of hours per week that each teacher will work, at the salary you have set, needs to be determined for the budget.

Equipment and supplies would have to be evaluated according to your particular circumstance. A list of suggested supplies and equipment is given in the section entitled "Moving Ahead Toward Implementation."

The amount spent on snacks is usually 25 to 50 cents per child per day. There will be morning and afternoon snacks to consider. Items that will need to be printed are also listed in the section "Moving Ahead Toward Implementation." The cost of the printing can be minimal if your school district will allow you to use its copies either free of charge or for a nominal fee.

The remaining cost listed depends again on your particular circumstance. However, if you need to estimate these costs, seek the advice of an accountant or an attorney.

The last topic to be presented to the board, if applicable, is why you are licensed and how it affects your program.

III. First Steps After Approval

A. Explain the program to every possible person it may affect
   1. Principals
   2. Secretaries
   3. Custodians
   4. Cooks
   5. Person who occupies the room, during the day, that you will be using before/after school
   6. Head of bus transportation
   7. Bus drivers

B. Develop and design publicity materials
   1. Information sheet
   2. Newspaper ads
   3. District newsletter releases

C. Institute director and teacher search
   1. Contact local school administrators for referrals
   2. Networking with other programs
   3. Local newspaper ads
   4. District news flyers

D. Set up program prototype

E. Promote program
   1. Speak at P.T.O. and P.T.A. meetings
   2. Call interested parents
   3. Speak to community groups
   4. Ask local newspapers to feature program (free advertising)

One of the most important steps in making this program a success is to inform any person it may affect. You will need to communicate to each person (either through a phone call or a personal visit) the following things:

III. First Steps After Approval (continued)

- What you will be doing in the program; there are a lot of misconceptions about "Latchkey Programs" - dispel the myths.
- That you are responsible for all aspects of the program and that they should direct any concerns to you.
- That you would appreciate it if they would suggest your program to parents needing before/after school child care.

The school personnel are often fearful that they will have added responsibilities if a program like this is instituted. I cannot emphasize what a positive response you will receive from personnel if you reiterate again that it is to be housed in the school, but the responsibility is yours. One other point - a thank you, in the form of a note or phone call, to people for doing their part in helping your program is perhaps an obvious point, but not one to be forgotten.

The initial step after approval is to set up a time line for your program's implementation. The time line will begin with the week or month you received approval until the program begins. It should be a schedule, either weekly or monthly, of what must be done before the start of the program. The Outline for Latchkey Grant Manual, which appears at the beginning of this manual, could be used as a guideline for the procedures you need to follow. The Information Sheet* is what will go home with each child and what will serve as your initial advertising. It should cover the following:

1. What your program offers.
2. Where the program is being held.
3. How much the program costs.
4. When the program will begin and the days and times it will be open.

Attempt to promote and advertise your program through local newspapers or any type of district newsletter. The more aware people are of what your program has to offer, the more enthusiasm and support you gain.

* A copy of the Information Sheet can be found at the end of this section.

III. First Steps After Approval (continued)

The next step after designing and developing publicity materials is to begin your personnel search. The director, teacher, and aide search is best accomplished through networking. Call friends in other existing or similar programs. Ask the school secretary for people from the community. Another resource is retired teachers, people working in parks and recreation programs, and people that have worked in day care situations. If the networking is not successful, begin advertising within the school district newsletters (check to see if they might send out a "special blurb") or through local newspaper ads.

While the teacher search is in progress, your next step is to set up a program prototype*. The program prototype is what your before/after school child care program is all about. This is what you will be using to explain your program again and again to administrators, teachers, parents, kids, secretaries, custodians, and newspaper people. The prototype will focus on examples of activities and highlights of the program.

To promote the program, you should contact the presidents of your P.T.O.'s and P.T.A.'s and ask if you might speak at one of their sessions. Many people are unaware of what these types of programs are capable of offering to parents and children. You might also want to speak to parents who may have a child care problem and childhood leagues, city council, Jaycees, and other community groups. The local newspapers, of course, are a great source of advertising for your program.

The public relations work that you have done thus far will lay a solid foundation for your program.

* A copy of the program prototype can be found at the end of this section.

INFORMATION SHEET

EXTENDED DAY
PROGRAM

WHAT IS IT???

The Extended Day Program will provide before and after school care for grades K-5. It will consist of a snack, recreational activities, arts and crafts, filmstrips, special events, time for homework, and free time for students to pursue their special interests.
There will be a site-director and certified teacher with a 15:1 child-teacher ratio.

WHOM DOES IT SERVE?

Any student living in the Groveport-Madison Local School District and enrolled in grades K-5.

WHERE IS IT LOCATED?

One site will be located at Sedalia Elementary School and the other site at Glendening Elementary School. There will be buses to transport any students who do not attend a site-school.

WHEN DOES IT TAKE PLACE?

The program will begin on Thursday, January 2, 1985 and will run through Friday, June 6, 1985. The program will follow the school calendar. There will be no program when there is no school.

Time: 7:00 a.m. - 9:00 a.m.
(No buses provided for this time)
After school - 6:00 p.m.

HOW MUCH DOES IT COST?

There will be a $10.00 nonrefundable registration fee. There will be an additional charge of $1.50 per hour for the first child, $1.25 per hour for the second child, and $1.00 per hour for the third child. A 20-hour card will be purchased for each child.

WHERE DO I GET FURTHER INFORMATION????

Please contact

Flo Reinmuth
Coordinator/Director
at 837-2016
5400 Sedalia Drive

Parts of this program are made possible through a development grant from the Ohio Department of Education.

PROGRAM PROTOTYPE

Extended Day Program
Before-After School Child Care
Located in two elementary schools
Groveport-Madison Local Schools

The Extended Day Program is a before and after school child care program for children in grades K-5. The program is directed by certified teachers and is held in the gymnasium (multipurpose room) from 7:00 until school begins and from school dismissal until 6:00, 5 days a week. In the morning the children receive breakfast and in the afternoon the children receive a snack and drink. The parents pay a $10.00 nonrefundable registration fee and pay $1.50 per hour for the first child, $1.25 per hour for the second child, and $1.00 per hour for the third child. A twenty-hour card is purchased for each child, and he or she may use the hours on a daily basis or on an occasional basis. School buses transport the students from other schools in the district to the schools where the program is being held.

The purpose of the Extended Day Program is to provide a program that is interesting to all elementary schoolchildren. The selection of a qualified staff that can create a loving and caring atmosphere where the children will feel secure and happy was of primary importance. At the same time, every effort has been made to make the program affordable for the parents. It also provides a sense of pride for both school and community to know that appropriately supervised child care is available.

Each day, the children are greeted with a "Hi, how was your day?" and during snack time each individual is given the opportunity to discuss the day's events. After snack, the children are able to make choices from several different activities. The room has centers set up in different areas,

and students have the opportunity to become involved in arts and crafts, sports, language arts, dramatic arts, age-appropriate table games, and homework. There is also a center where students can pursue their own special interests. The child also has the choice of playing with a friend or doing something independent as long as he doesn't infringe on the rights of others.

Some highlights of the program are special events (such as people coming in and demonstrating their talents), movies, plays written and produced by the children, mini-courses, cooking and sewing, monthly newsletters (written by the children), and student and parent advisory councils (which provide meeting time for input into the program).

The need is great for before and after school child care. This type of program provides a quality option for children and parents.

IV. Moving Ahead Toward Implementation

A. Develop forms
   1. Job Description Forms - director, teachers, and aides
   2. Staff Record Form
   3. Goals and Objectives
   4. Registration Form
   5. Medical Authorization Form (on the back of the registration form)
   6. Health Record
   7. Parent Handbook
   8. Disciplinary Form
   9. Hourly Payment Card
   10. Sign-Out Sheet

B. Registration of Participants
   1. Send home with students an information sheet and registration form
   2. Put forms in school newsletter
   3. Put form in local newspaper
   4. Require forms returned by a certain date

C. Order equipment and supplies
   1. Phone and answering machine
   2. Bulletin board or chalkboard
   3. Desk
   4. Art supplies
   5. Manipulative materials
   6. Sports and gross motor
   7. Science - nature
   8. Language arts
   9. Dramatic play

D. Inservice director, teachers, and aides
   1. Emphasize goals and objectives of program
   2. Review job descriptions
   3. Set up daily time schedule
   4. Explain forms and how each is to be used
   5. Procedure for ordering supplies and food
   6. Determine theme for each month and plan activities relating to this
   7. List "Special Events" for the year

IV. Moving Ahead Toward Implementation (continued)

E. Convene parent meetings
   1. Introduce teachers and include their experiences
   2. Explain design of the program
      a. Daily time schedule
      b. Equipment and supplies
      c. Monthly theme
      d. Monthly newsletter
      e. Special events
      f. Parent advisory council
      g. Student advisory council
      h. Explanation of forms
      i. Explanation of procedures
      j. Parent handbook
      k. Cost of the program
      l. Registration

F. Order food
   1. Check with food distributor
   2. Investigate government subsidies

In this section you will develop and print your forms, register participants, purchase supplies and equipment, Inservice Director, Teacher, and Aides, schedule parent meetings, and order food.

A copy of each form listed on the previous page can be found at the end of this section.

The first three (3) forms, Job Description, Goals and Objectives, and Staff Record are to be given to your staff members. The Job Description and Goals and Objectives will already have been discussed during the staff interviews. However, each person should have a copy for the purpose of once again stressing what you are trying to accomplish in your programs. Accompanying each staff member's record should be a general statement of the member's health from a physician.

IV. Moving Ahead Toward Implementation (continued)

The next four (4) forms are as follows:

1. Information Sheet
2. Registration Form
3. Medical Release Form
4. Medical Information Sheet

These forms will be handed out and explained at your parent meeting.

Before registering the participants, the Registration and Information Sheets must be distributed. There are two economical ways to send these forms: (1) put them in a school newsletter; (2) send them home with each child. Be sure to list a phone number or address at which prospective participants can reach you and a specific date on which they need to have their forms returned.

After you have begun receiving registration forms back, you can then determine what equipment, supplies, and food you can afford. In the back of this section, you will find a list of specific equipment and supplies you might want to purchase. The following is a list of things to purchase initially:

1. Phone and answering machine
2. Storage cabinet
3. Food
4. Art supplies
5. Equipment

Having a phone and answering machine makes it easier for you to take emergency phone calls from parents and monitor a child's safety. If a child attends the program on a regular basis and is going to be absent from the program on a particular day, the parent calls and alerts the teacher of this by leaving a message on the answering machine. This should be a standard safety policy for the program.

Depending on monies available, some sort of storage cabinet or chest is necessary for supplies, equipment, and food. It is best if your program has its own designated area near the program site so that you have easy access to your storage cabinet.

IV. Moving Ahead Toward Implementation (continued)

The foods in most programs are going to have to be things that do not require refrigeration. The reason for this is that many schools' contracts state that only cooks are allowed to use the kitchen facility and that if it is being used by anyone else, a cook must be hired to oversee. Speak with your cook before you decide what type of food to purchase.

When considering the basic supplies and equipment, have lots of colored paper, magic markers, scissors, glue, tape, balls (all sizes), jump ropes, and table games such as Connect Four and Uno. These few supplies and equipment are enough to start a program on a limited budget for ages K-5. Even though the supplies and equipment are few, when beginning a program the children are intrigued by each other and what your program has to offer. When the children become more acclimated, then you will sense the need to acquire new and different supplies. Hopefully, your monies will then begin to match your needs.

Schedule the staff inservice a few weeks before the onset of your program so that it gives personnel ample time to prepare. Focus on each person's job description and emphasize again the goals and objectives of your program. Make it very clear what you hope to accomplish, and the type of atmosphere you want to establish in your program.

A packet can be given to each staff person. It would contain a copy of the forms that will be used, the daily time schedule, a blank calendar of the upcoming year, and a blank sheet entitled "Special Events." Examples of "Special Events" are cited in the newsletters at the end of the Day-to-Day Operation Section. During the meeting, you will determine what theme you will use each month and plan some activities relating to it. The "Special Events" can be set for once a week or once a month, depending on the availability of resources.

The purpose of the parent meeting is to introduce the staff and to explain the design of the program. If possible, have a daily time schedule and calendar of events posted. Have as many different centers set up as possible such as a game table, minicourses (sewing, cooking), sports table, arts and crafts, dramatic arts, homework, etc. Also set up a table that has the parent handbook, the daily sign-out sheet for the parent, explanation of payment plan, and registration forms.

IV. Moving Ahead Toward Implementation (continued)

On the sign-out sheet, parents simply sign their name and what time they picked their child up. This also serves as a check on the number of hours used by each child and the total number of hours used daily and weekly. These numbers are very important to know when you are determining the budget. Another reference to the budget - a separate account of each participant - should be kept. Note every payment to the program, the date, and whether it was cash or check.

The parent meeting is a good time to ask for volunteers for the Parent Advisory Council. This council is an evaluation tool for your program.

When the food has been purchased and the preliminary aspects of the program have been completed, it is time to begin the program.

GOALS AND OBJECTIVES

For the Children

- Institute a program that is of interest to all elementary school-children and will make them want to attend
- Select qualified staff that will create a loving, caring atmosphere where the children will feel secure
- Provide an environment that is safe versus one where the child is home alone
- Offer age-appropriate and interesting programs
- Provide tutoring when needed by a child (or when the child needs assistance in school work)

For the Parents

- Provide child care that their children will feel safe and happy attending
- Establish affordable fee scale
- Provide the link between school and home hours
- Participate in decisions for their child's program
- Help prevent discipline and possible drug problems by providing a program that incorporates prevention techniques
- Provide an opportunity to use school facilities to meet the needs of parents and children
- Promote interaction between program personnel and principal and staff

For the Community

- Create a sense of pride for having met the needs of children by providing a quality child care program
- Create a sense of security in the knowledge that it is increasing the safety of their children by providing supervised child care

DISCIPLINE

Our approach to discipline focuses on self-control. Rules are developed and limits set for four main reasons:

1) possible harm to self
2) possible harm to others
3) damage to property
4) infringement on the rights of others

We feel our goal is best accomplished by utilizing the following guidelines:

1) Teachers are to act as limit-setters; listening, clarifying, and suporting choice-making.
2) Positive language and manners will be used to communicate limits and provide simple, consistent explanations.
3) An environment structured to help children remember limits will be provided.
4) Children are recognized with praise for respecting limits.
5) THE FUN CLUB: Children will be rewarded for good behavior with a special snack or activity on the last day of the month. All students who have not had their name recorded during that month will be members of The Fun Club.

CONSEQUENCES

1) A child who is having problems playing within the guidelines of the program will be removed from the group to a designated time-out area until he is able to return and deal with the situation in an appropriate manner. His name will be recorded.
2) For serious or recurrent problems, the parents will be notified.
3) A child may be suspended from the program up to five (5) days for serious or recurrent infractions (more than two time-outs per week). Parents will be notified at least 24 hours in advance.
4) If, upon return to the program following a suspension, the child's behavior continues to be inappropriate, enrollment may be terminated. Parents will be given written notice at least 24 hours in advance.

JOB DESCRIPTIONS

I. DIRECTOR

A. Job Description:
Management of an individual latchkey program

B. Supervisor
1. Coordinator
2. Groveport-Madison Latchkey Board

C. Requirements
1. Current teacher certification
2. Teaching experience in school or day care

D. Duties and Activities
1. Responsible for the planning and implementation of the program
   a. Responsible for supervision and teamwork of all program staff
   b. Secure materials needed to implement program
   c. Responsible for food program
   d. Post weekly activities and menus
   e. Must be present at program the hours the program is in session
   f. Maintain records and files of the program, participants and staff
   g. Follow guidelines of state licensing rules
2. Coordinate latchkey program with school site and insure positive working relationship
   a. Follow all designated school requirements regarding usage
   b. Maintain positive communication with principal and community
3. Develop interested, informed, and supportive parent groups
   a. Utilize parent letters and parent meetings as needed, with monthly formal communication with all parents
   b. Insure positive parent contact and communication at drop-off and pick-up times
4. Insure effective communication and cooperation between the program and coordinator
   a. Attend and participate in latchkey meetings
   b. Assume additional related duties as requested by project administrator

II. TEACHER

A. Requirements

1. Must be certificated teacher
2. Teaching experience in school or day care

B. Duties and Activities

1. Assist in planning daily program of developmental experiences for schoolchildren
2. Provide leadership to children in developmental activities
3. Assist in determining effective use of facilities and equipment
4. Assist in administrative duties
5. Assist in providing snacks
6. Work under general supervision of the director
7. Acts as director when director is absent

III. AIDE

Qualifications and duties to be determined by the director and teachers at each site

EXTENDED DAY PROGRAM

STAFF RECORD

NAME_____ Social Security No._____

ADDRESS_____

PHONE_____ DATE OF BIRTH_____ SEX_____

PERSON TO NOTIFY IN EMERGENCY_____

ADDRESS_____ PHONE_____

QUALIFICATIONS

Educational Background

Please list (1) high school attended, location, years, and date of graduation; (2) college(s) attended, location, years, date of graduation, and degree(s). PLEASE SUBMIT TRANSCRIPTS.

_____

_____

_____

_____

_____

First Aid Training

Have you had first aid training? _____ Date_____ By Whom_____

PLEASE SUBMIT VERIFICATION.

Experience

Please list the type and dates of your experiences with children:

_____

_____

_____

Fitness

I certify that I have never been convicted of crimes involving moral turpitude, child abuse, or child endangering. I am mentally and physically able to act as a leader of 5-to 13-year-old children in an after school program.

Signature_____ Date_____

STAFF HEALTH RECORD (continued)

Medical Information

Do you have any physical handicaps?_____ Is yes, explain _____

_____

Other serious illness? _____

Do you have frequent colds or sore throats? _____ If yes, explain____

_____

Give year you had or were last immunized for:

Polio_____ Diptheria_____

Rubeola_____ Rubella_____

Mumps_____ Date and results of last tuberculin test:

_____ _____

(Date) (Results)

EXTENDED DAY PROGRAM
REGISTRATION FOR PARTICIPANTS

NAME_____ BIRTHDATE_____

SEX_____ ADDRESS_____ CITY_____ ZIP_____

PHONE_____ SCHOOL_____ GRADE_____

PARENT'S NAME(S)_____

FATHER'S PLACE

OF EMPLOYMENT_____ PHONE_____

MOTHER'S PLACE

OF EMPLOYMENT_____ PHONE_____

In case of accident or illness, and you cannot be reached, whom should we call?

1. _____ PHONE_____

2. _____ PHONE_____

Estimated Program Use? DAILY _____ OCCASIONAL_____

Will the student leave by himself/herself at the end of the afternoon or will someone pick up student?

LEAVE BY SELF _____ BE PICKED UP_____

If being picked up, who may do that? (Student will only be released to the person(s) named below.)

1. _____ PHONE_____

2. _____ PHONE_____

3. _____ PHONE_____

Is there any additional information we should know? (i.e., allergies, behavioral/emotional problems, likes/dislikes)

_____

_____

_____

_____

_____

EXTENDED DAY PROGRAM
EMERGENCY MEDICAL AUTHORIZATION

STUDENT NAME_____ AGE_____

Purpose: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under our authority, when parents or guardians cannot be reached.

COMPLETE PART I OR II

PART I (To grant consent)

In the event reasonable attempts to contact me at _____
(phone number)

or _____ at _____
(other parent or guardian) (phone number)

have been unsuccessful, I hereby give my consent for the administration of any treatment deemed necessary by Dr._____ at _____
(preferred physician) (phone number)

or in the event the designated preferred practitioner is not available, by another licensed physician, and the transfer of the child to_____
(preferred

_____ or any hospital reasonably accessible. This authorization
hospital)

does not cover major surgery unless the medical opinions of two other licensed physicians, concurring in the necessity for such surgery.

_____ _____ _____
(date) (signature of parent or guardian) (address)

PART II (Refusal to Consent)

I do not give consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish program authorities to take no action or to: (specify)

_____

_____

_____ _____ _____
(date) (signature of parent or guardian) (address)

EXTENDED DAY PROGRAM

HEALTH RECORD

To be on file by the first day of attendance.

NAME_____ BIRTHDATE_____ SEX_____

PARENT NAME(S)_____

HOME ADDRESS_____ PHONE_____

FAMILY PHYSICIAN _____

PHYSICIAN'S ADDRESS_____ PHONE_____

Does this child have any known physical handicaps? Yes_____ No_____

If yes, explain _____

Allergies? _____ Type and special implications_____

_____

Current medications?_____

Hospitalization history?_____

Convulsions?_____ Type?_____

Other serious illnesses?_____

EXTENDED DAY PROGRAM

Coordinator/Director

Flo Reinmuth
837-2016 or
846-0050 (Home)

Site Director - Sedalia - A.M.
Margaret Bartzis
837-2423

Site Director - Sedalia - P.M.
Sheila Probasco
864-2690

Teacher - Sedalia - P.M.
Margaret Bartzis
837-2423

Site Director - Glendening - A.M.
Becky Syner
864-2953

Site Director - Glendening - P.M.
Lori Mays
486-1631

Teacher - Glendening - P.M.
Janet Davis
870-8525

EXTENDED DAY PROGRAM

EXTENDED DAY PROGRAM was made possible through a Development Grant from the Ohio Department of Education. It is located in Sedalia Elementary and Glendening Elementary Schools. The program is offered to all children living in Groveport Madison Local School District and enrolled in grades K - 5.

The program is designed to be self-supporting and not under the direction of the Groveport Madison Local Schools. It will follow the Groveport Madison School District calendar in that when school is not in session neither is the program.

Extended Day Program 's goal is to provide safe, affordable and enjoyable before and after school care under the direction of certified teachers who will create this caring environment. The teacher/child ratio will be 1 - 15 which allows for the institution of a varied program.

OUR OBJECTIVES

For the Children:

- Institute a program that is of interest to all elementary school children and one they will want to attend
- Select qualified staff that will create a loving, caring atmosphere where the children will feel secure
- Provide an environment that is safe, versus one where the child is at home alone
- Offer age appropriate and interesting programs
- Provide tutoring when needed by a child (or when the child needs assistance in school work)

For the Parents:

- Provide child care that their children feel safe and happy attending
- Establish affordable fee scale
- Provide the link between school and home hours
- Participate in decisions for their child's program

For the School:

- Help prevent discipline and possible drug problems by providing a program that incorporates prevention techniques
- Provide an opportunity to use school facilities to meet the needs of parents and children
- Promote interaction between program personnel and principal and their staff

For the Community:

- Create a sense of pride for having met the needs by providing a quality child care program
- Assurance that this program is increasing the safety of their children by providing supervised child care

MORNING SCHEDULE:

Sedalia 7:00 A.M. until 8:50 A.M.
Glendening 7:00 A.M. until 9:00 A.M.

Because of children arriving at different times, the schedule will be flexible but each child will receive a breakfast snack and a variety of activities.

AFTERNOON SCHEDULE:

Sedalia 3:30 P.M. until 4:00 P.M.
Arrival of students from other schools. Choice of quiet activity.

4:00 - 4:20 Snack
4:20 - 4:40 Outdoor play
4:40 - 5:45 Crafts, mini-courses, board games, "special events", films
5:45 - 6:00 Preparation to go home

Glendening 4:00 - 4:30 Arrival of students from other schools. Choice of quiet activity.

4:30 - 4:50 Snack
4:50 - 5:10 Outdoor play
5:10 - 5:45 Crafts, mini-courses, board games, "special events", films
5:45 - 6:00 Preparation to go home

Things to Know:

1. If your child uses the program on an occasional basis, send a note with him/her that day stating to the Site-Director that your child is to attend that day.
2. If your child uses the program on a regular basis and will not be attending that day, please call the Extended Day Program at 837-2016 by 1:00 P.M. and leave this message:
   - Your name and your child's name
   - Your child's school
   - The date
   - Reason why he/she will not be attending

   This is for the safety of your child.
3. Make sure to list the people that your child is permitted to leave the program with on your registration form.
4. A schedule of events will be posted in the multipurpose room every week.
5. Every month you will be receiving a newsletter filled with things that are going on in the program and articles written by the children.
6. The program will have a parent advisory board that will meet periodically to promote new ideas and suggestions for the program.
7. The registration fee is $10.00 per family and it is non-refundable. The first child is $1.50 per hour, the second child is $1.25 per hour and the third child is $1.00 per hour. A card that entitles 20 hours of use is purchased for each child. When that 20 hours

Things to Know - Continued
#7. - Continued

is used up, then you purchase another 20 hour card. Following is a list of what the cards will cost:

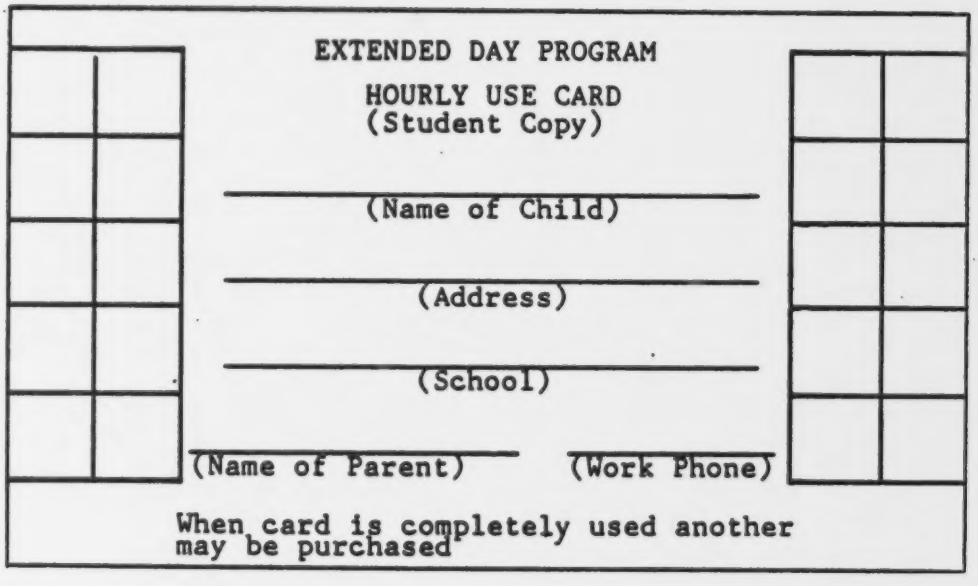
- 1st child's 20 hour card at $1.50 per hour is $30.00
- 2nd child's 20 hour card at $1.25 per hour is $25.00
- 3rd child's 20 hour card at $1.00 per hour is $20.00

A 15 minute bonus time will be given on each hour, meaning if you can make it to pick your child up within the first 15 minutes of the next hour, you don't have to pay for that hour.

8. Each child must be respectful of the rights of others and if he is disturbing others, he will be given 2 warnings and then sent to the Time-Out Area for a designated period of time.

9. If at any time you have some questions, please feel free to contact the Site-Directors, Teachers or Flo Reinmuth.

NOTES


EXTENDED DAY PROGRAM
HOURLY USE CARD
(Student Copy)
(Name of Child)
(Address)
(School)
(Name of Parent)
(Work Phone)
When card is completely used another may be purchased

SIGN-OUT SHEET

NAMES	M	T	W	TH	F	M	T	W	TH	F
Total Hours										
Total $										

DAILY TIME SCHEDULE

Morning (School begins at 9:15)

7:45-8:15 a.m.
1. Arrival
2. Quiet Activity
   a. Homework
   b. Game
   c. Read
   d. Talk with a friend
   e. Film/Special Program

8:15-8:35 a.m.
1. Snack
   a. Set-up
   b. Clean-up
2. Snack-Time Activity
   a. Thinker Game
   b. Discussion of Daily Event
   c. Current Event both for community and world

8:35-8:45 a.m.
1. Clean-up
2. Put materials away

Afternoon

3:30-4:00 p.m.
1. Arrival
2. Quiet Activity
   a. Homework
   b. Game
   c. Read
   d. Talk with a friend

4:00-4:30 p.m.
1. Snack
   a. Set-up
   b. Clean-up
2. Snack-Time Activity
   a. Thinker Game
   b. Discussion of Daily Event
   c. Current Event both for community and world

4:30-5:00 p.m.
1. Outdoor Activity
2. Gym Activity

5:00-5:45 p.m.
1. Choice of Program
   a. Art
   b. Science-Nature
   c. Language Arts
   d. Dramatic Play

5:45-6:00 p.m.
1. Clean-up
2. Put Materials Away

EXAMPLES OF PAYMENT PLAN

1st Example

The parent pays a $10.00 nonrefundable registration fee per family. A twenty-hour card is purchased at $1.50 per hour for the first child ($30.00), $1.25 per hour for the second child ($25.00), and $1.00 per hour for the third child ($20.00). The card is kept at the program. At the end of each day, the staff tabulates the hours used for each child from the Sign-Out Sheet and transfers the number of hours to the individual card. The parents can always check the hours on the Sign-Out Sheet with the hours on the card.

2nd Example

The cost is the same as listed in the first example. The parent pays a child-care bill on the 15th and the 30th of each month. The staff tabulates the hours of use per day per child from the Sign-Out Sheet and then transfers this to the parent's bill.

3rd Example

The parents are charged a daily rate, no matter if their child is there for a portion of the program or for the entire program. The parents pay every two (2) weeks.

Note:

Example three (3) requires the least amount of bookkeeping and is the least affordable for the parents. In examples one (1) and two (2), the parents are only charged for the hours they use the program.

EQUIPMENT AND SUPPLIES

1. Equipment
   - Phone and answering machine
   - Cabinets
   - Desks
   - First aid kit
   - Room dividers 8' x 6'
   - Portable chalkboards
   - Camera
   - Tape recorder
   - VCR

2. Art Supplies
   - Scissors
   - Markers
   - Crayons
   - Pencils
   - Pens
   - Pencil sharpener
   - Paper - newsprint, drawing construction, poster board
   - Paints
   - Brushes
   - Chalk
   - Craft items
   - Clay
   - Play dough
   - Equipment boxes
   - Tape - masking, scotch
   - Stapler
   - Staples

3. Manipulative Materials
   - Table games
   - Models
   - Legos
   - Transformers

Equipment and Supplies (continued)

4. Sports and Gross Motor
   - Jump ropes
   - Soccer balls
   - Kick balls
   - Footballs
   - Volleyballs
   - Frisbees
   - Wiffle balls
   - Plastic bats
   - Nerf balls
   - Hula hoops
   - Book on age-appropriate games
5. Science - Nature
   - Box - slides
   - Experiment kit (2)
6. Language Arts
   - Books
   - Ditto books
   - Read-Along books
7. Dramatic Play Materials
   - Face make-up
   - Flashlights
   - Simple costume material

V. Day-to-Day Operation

A. Opening day
   1. Double check with bus transportation about correct bus
   2. Call the schools and ask the teachers to direct students to the correct bus
   3. Emergency numbers on record for each student
   4. Student orientation emphasizing exciting events
   5. Make sure parents follow the check out procedures so records will be accurate
   6. Assign a particular area where parents sign out and where notices are posted

B. Form student advisory board

C. Evaluation
   1. Parent advisory board
   2. Teacher input

D. Activities

E. Communication
   1. Daily interaction with parents
   2. Open house
   3. Fund raisers

V. Day-to-Day Operation (continued)

Before the students arrive the first day, make sure your records have phone numbers for parents, in case of an emergency, and familiarize yourself with any children with special needs. If some of your children will be transported from another location, see that their classroom teacher has a list of names and bus numbers so that she can assist them. Also, double check with the bus transportation the day the program is to begin. Sometimes the "first day" can be confusing.

When the children arrive, invite them to view the different choices available to them. Communicate to the children the structure of your program and clarify your expectations of them. Highlight the upcoming special events, the formation of a student advisory board, the daily activities, and the importance of their input.

Attempt to have someone on the staff communicate with each child's parent on a daily basis.

The remainder of this section consists of suggested activities, copies of program newsletters, names of books, newsletter addresses, and an order-of-slide presentation.

As this manual draws to a close, I would like to express to you my enthusiasm and support for this option of before/after care for the school-age child. The task of implementing a program demands many of your skills. May you realize the importance of your contribution to child care.

ACTIVITIES

1. Hot wheel races (farthest, fastest, slowest)
2. Bubble gum blowing contest
3. Balloon games
4. Stuffed animal contest (cutest, ugliest, furriest, most original)
5. Baseball card club
6. Coloring contest
7. Aerobics
8. Cheerleading clinic
9. Basketball clinic
10. Baseball and t-ball clinic
11. Soccer clinic
12. Toothpick towers
13. Jewelry making
14. Mural for program
15. Flower arranging
16. Puppets
17. Mini-course photography
18. Mini-course cooking (suggestions in Kinder-Krunchies)
19. Dramatic arts - producing skits
20. Special day for movies - VCR
21. Carnival
22. Fun club - treat once a month for good behavior
23. Kite-flying festival
24. Mini-course sewing
25. Parachute play
26. Space explorers club
27. Fashion show
28. Dinosaur egg hunt (hide a watermelon and then when found, slice and have a seed-spitting contest)
29. Plays
30. Academic games (thinker games, math challenges)
31. Self-concept activities (suggestions from guidance counselor)

BOOKS AND NEWSLETTERS

1. Kinder-Krunchies
   Karen S. Jenkins
   exclusively distributed by
   Discovery Toys
   Pleasant Hill, CA 94523
   contact Discovery Toy Distributor
   - contains good recipes for cooking
2. School-Age Child Care
   An Action Manual
   Baden, Genser, Levine, and Seligson
   can be purchased through
   School-Age Child Care Project
   Wellesley College
   Center for Research on Women
   Wellesley, MA 02181
   - terrific "How To" manual
3. Half a Childhood
   Bender, Flatter, and Elder
   School-Age Notes
   P.O. Box 120674
   Nashville, TN 37212
   - lots of practitioner's ideas
   - good for teachers
4. Dynamic Physical Education for Elementary School Children
   Dauer and Pangiazi
   locate at library or through
   Physical Education Department - Ohio State University
   - good suggestions
5. Program Planner
   - only available in Franklin County
   - copies are $3.00 and can be purchased through the Columbus Public Library
   - it lists groups and organizations that will come out to your program for free

Books and Newsletters (continued)

6. Alone After School
   Helen L. Swan and Victoria Houston
   located in Columbus Public Libraries
   - for children who are ready to stay home alone, it offers a readiness evaluation and self-care guidelines to help you and your child cope
7. School-Age Notes Newsletters
   can be purchased through
   P.O. Box 120674
   Nashville, TN 37212
   - recommended by many for its pragmatic suggestions
8. School-Age Child Care Newsletter
   can be purchased through
   Wellesley College
   Center for Research on Women
   Wellesley, MA 02181
   (617) 431-1453
   - reports on programs throughout the country

ORDER OF SLIDE PRESENTATION

1. Breakfast
2. Getting material for a project
3. Working on project
4. Outside activities
5. Outside activities
6. Outside activities
7. Special event pizza party
8. Special event pizza party
9. Special event pizza party
10. Board game
11. "Just the Girls" self-concept session
12. Making special breakfast - pancakes
13. Eating special breakfast - pancakes
14. Eating special breakfast - pancakes
15. Making fruit salad
16. Tasting their creation
17. Wiffle ball
18. Wiffle ball - "My Turn"
19. Baseball clinic
20. Baseball clinic
21. Special project - "Present for Someone Else"
22. By Myself - Just Thinking
23. Art sidewalk chalking
24. Art sidewalk chalking
25. Art sidewalk chalking
26. Taste - testing something different
27. Mini-course - cooking peanut butter balls
28. Mini-course - cooking granola
29. Tag
30. Mini-course - cooking animal pretzels
31. Mini-course - eating
32. Outside candid shot
33. Outside candid shot
34. Outside candid shot

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OUTLINE FOR LATCHKEY GRANT MANUAL

I. Establishing a Need
   A. Survey
   B. Check other existing before/after school programs in the area
      1. Cost
      2. Hours
      3. Penalty for not attending
      4. Daily activities
   C. Attend P.T.A. or P.T.O. meetings to determine their view of a need

II. Laying the Groundwork
   A. Review child care licensing procedures
      1. Contact a day care licensing specialist with the Ohio Department of Public Welfare
         a. Explain needs
         b. Ask for advice as to how you should be licensed
      2. Acquire a copy of the State Child Care Licensing Law and Administrative Rules
      3. Determine what type of licensing best meets the needs of staff and facility
   B. Presentation of proposal to the board of education or other governing body
      1. Results of the survey
      2. Goals and objectives of the program
      3. Successes of other established programs
         a. Slide presentation demonstrating what the program has to offer
         b. Newsletters
         c. Parent handbooks
         d. Letters of support from parents and staff
      4. Cost of the program
         a. Participants' cost
         b. Insurance
         c. Salary
            1. Worker's Compensation
            2. Benefits
         d. Taxes
         e. Supplies and food
         f. Explanation of licensing procedures

III. First Steps After Approval

A. Explain the program to every possible person it may affect

1. Principals
2. Secretaries
3. Custodians
4. Cooks
5. Person who occupies the room during the day that you will be using before/after school
6. Head of bus transportation
7. Bus drivers

B. Develop and design publicity materials

1. Information sheet
2. Newspaper ads
3. District newsletter releases

C. Institute director and teacher search

1. Contact local school administrators for referrals
2. Networking with other programs
3. Local newspaper ads
4. District news flyers

D. Set up program prototype

E. Promote program

1. Speak at P.T.O. and P.T.A. meetings
2. Call interested parents
3. Speak to community groups
4. Ask local newspapers to feature program (free advertising)

IV. Moving Ahead Toward Implementation

A. Develop forms

1. Job Description Forms - director, teachers, and aides
2. Staff Record Form
3. Goals and Objectives
4. Registration Form
5. Medical Authorization Form (on the back of the registration form)
6. Health Record
7. Parent Handbook
8. Disciplinary Form
9. Hourly Payment Card
10. Sign-Out Sheet

IV. (continued)

B. Registration of participants

1. Send home with students an information sheet and registration form
2. Put forms in school newsletter
3. Put form in local newspaper
4. Require forms returned by a certain date

C. Order equipment and supplies

1. Phone and answering machine
2. Bulletin board or chalkboard
3. Desk
4. Art supplies
5. Manipulative materials
6. Sports and gross motor
7. Science - nature
8. Language arts
9. Dramatic play

D. Inservice director, teachers, and aides

1. Emphasize goals and objectives of program
2. Review job descriptions
3. Set up daily time schedule
4. Explain forms and how each is to be used
5. Procedure for ordering supplies and food
6. Determine theme for each month and plan activities relating to this
7. List "Special Events" for the year

E. Convene parent meetings

1. Introduce teachers and include their experiences

IV. E. (continued)

2. Explain design of the program
    a. Daily time schedule
    b. Equipment and supplies
    c. Monthly theme
    d. Monthly newsletter
    e. Special events
    f. Parent advisory council
    g. Student advisory council
    h. Explanation of forms
    i. Explanation of procedures
    j. Parent handbook
    k. Cost of the program
    l. Registration

F. Order food
    1. Check with food distributor
    2. Investigate government subsidies

V. Day-to-Day Operation

A. Opening day
    1. Double check with bus transportation about correct bus
    2. Call the schools and ask the teachers to direct students to the correct bus
    3. Emergency numbers on record for each student
    4. Student orientation emphasizing exciting events
    5. Make sure parents follow the check out procedures so records will be accurate
    6. Assign a particular area where parents sign out and where notices are posted

B. Form student advisory board

C. Evaluation
    1. Parent advisory board
    2. Teacher input

D. Activities

E. Communication
    1. Daily interaction with parents
    2. Open house
    3. Fund raisers

C.A.S.

CARE AFTER SCHOOL

May, 1986 Edition — Engel Press

APRIL IN REVIEW

CAS held a scavenger hunt on April 2nd. Teams of 3-5 students searched the area for a variety of items ranging from a pink hair ribbon to a live insect. The results were extremely close with many teams scoring quite high. The team of Heather Cox, Jason Barker, Kelli Little, and Erica Eastman emerged victorious.

"Animals in the Park" was presented by Ms. Janet MacKenzie of the Metripolitan Park System. A garter snake and two salamanders accompanied her and made friends with us all.

April 10th the CAS Carnival returned. Many tickets were won at the various carnival games and redeemed for a free ice cream cone at Dairy Queen. (Special thanks to the Worthington DQ on N. High for their generous contribution.) The Button Guess winners were: Tim Scott, 1st place; Ryan Gutmore and Steve String, tied for 2nd place; Peter Georgiton, 3rd place; and Marika Yep, 4th place.

FUN CLUB

The April Fun Club was held on April 30th. Pop and potato chips were served to all with good behavior for the month of April. Keep up the good work!

Attention: PARENTS!

The end of the school year quickly approaches. We would like you to estimate the number of hours you will be using the program until the end of the year and purchase your last card accordingly at $ 0/hr or $5.25/day. Hopefully we will e up even, but if not, refunds of greater than 4 hours or 1 day will be issued. Thanks for your cooperation.

LIVING IN AMERICA!!

A huge success! Our open house program, a video fashion show entitled "Living in America," was successfully staged on April 23rd before a large audience. Everyone worked very hard on the program and did a super job! Special thanks to Peter Georgiton, our sound man, and Mr. Bob Shirt, our Boys Fashion Coordinator.

Many fine examples our students' art work were also on display.

Congratulations to all for a job well done.

CARNIVAL FUN!

CAS students are hard at work constructing a booth for the Liberty Carnival to be held May 10th. We are currently seeking volunteers, both students and parents, to work the booth. Anyone who is interested in lending a hand, please let us know! See you at the Carnival!

ALONE AFTER SCHOOL?

Is your child ready? We at CAS have found an excellent book to help you decide. "Alone After School," by Helen L. Swan and Victoria Houston, offers a readiness evaluation and self-care guidelines to help you and your child cope with any situation that may arise. The book is available at the Public Libraries of Columbus — we haven't checked Worthington Library!).

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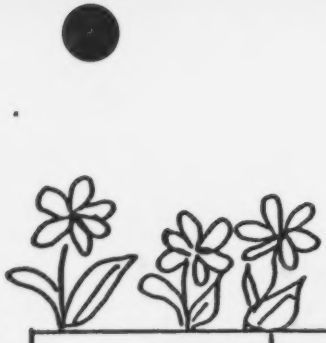


MAY

1986

				1 May Day Celebration Birthday- Jay Cash	2 Dirt Day Video	3
4 Birthday- Matt Werline	5 T-Ball Nature Crafts	6 Jewelry Making (3-6) Games Arts & Crafts (K-2)	7 Youth to Youth Puppet Show "Keep Off the Grass" 3:30	8 Space Explorers Mother's Day Craft Games	9 Dirt Day Video	10 Liberty Carnival 11:00-4:00
11	12 T-Ball Nature Crafts Birthday- Jon Reed	13 Jewelry Making (3-6) Games Arts & Crafts (K-2)	14 Wacky Olympics	15 Space Explorers Arts & Crafts Games	16 Dirt Day Video	17
18 Birthday- Laura Scott	19 T-Ball Nature Crafts	20 Jewelry Making (K-2) Games Arts & Crafts (3-6)	21 Dinosaur Egg Hunt Birthday- Nathan Johnson	22 Space Explorers Arts & Crafts Games	23 Dirt Day Video Birthday- Ben Sholiton	24
25	26 Memorial Day NO SCHOOL	27 FUN CLUB	28 Track Meet C.A.S board mtg. 7:30	29 Space Explorers Arts & Crafts Games	30 Dirt Day Video	31
JUNE 1	2	3 Space Explorers Day	4 C.A.S. Picnic	5 Last Day of C.A.S.	Happy Summer!	

C.A.S. CARE AFTER SCHOOL

April, 1986 Edition — Engel Press

MARCH IN REVIEW

A basketball "HotShot" tournament was held March 4th. Players competed by shooting from different point zones for one minute. Winners were: Pat Higgins, Joel Trimarche, and Ruchel Sachdeva.

Back by popular demand was the TV game show "Name That Tune." This time popular tunes and movie themes were featured along with children's songs. The six semifinalists were: Rachel Clark, Alli W ker, Jeremy Doelker, J.T. Callahan, Mike Roll, and Pat Higgins. In a close final match, Pat Higgins edged out Alli Walker for the championship.

Due to inclement weather, the C.A.S. Easter project was held March 12th. Plastic eggs, filled with candy, were decorated with construction paper dots. Beautiful eggs were the product of tedious gluing and designing. Thanks to everyone who punched holes for this project.

The C.A.S. Spring Kite Festival, planned by the Care Council, was held on March 18th. Sled kites were carefully constructed and beautifully decorated. Everyone enjoyed flying their kites in the gym. H efully, many had the opportunity to .ly their kites over spring break.

COLORING CONTEST WINNERS

THE "X"

Steven Engel
Josh Conley
Kelly Little

"KITE" COLOR BY NUMBER

Heather Davis
B.C. Wilson

DIRT DAYS!

Many of the children have been longingly eyeing the large mound of dirt in the field behind the school, which in the past has been "off limits." With parent's permission, we will allow the children to play in the dirt pile, under close supervision, on Fridays beginning April 18th. This mound is on school grounds and not near the construction area. Permission slips will be distributed soon. Please dress your children appropriately. Any dirt (sand) toys that can be SHARED would be greatly appreciated. Please label toys with your child's name.

ATTENTION ALL ASTRONAUTS!!

Blast off to adventure with the Space Explorers. As we travel through the galaxy, we will learn more about space through books, play acting, toys, etc.

OPEN HOUSE PROGRAM

C.A.S. will hold its spring open house program on Wednesday, April 23rd. The children are hard at work on a video fashion show which will be presented at 7:45. A reception follows. Various arts and crafts projects will also be on display. Please plan to attend -- bring the whole family!

BOY AND GIRL OF THE MONTH

Jeremy Doelker is our Boy of the Month. Jeremy is in Mrs. Cobb's 2nd grade at Brookside where his favorite subjects are math and art. At C.A.S. he enjoys playing racketball in the gym. In his spare time he enjoys playing with all his toys.

Erica Eastman is our girl of the month. Erica is in Mrs. Dawson's 4th de at Liberty where reading is her favorite subject. Snack is a favorite time at C.A.S. At home, Erica enjoys her horse collection and reading books.

FUN CLUB

March's Fun Club was held on March 21st. Everyone enjoyed Wendy's "Frostys" and oreas. Special thanks to all members for their good behavior and to Wendy'sfor the discount on Frostys.

CARE AFTER SCHOOL will be selling T-shirts as a fund-raiser to purchase new equipment for next year. Look for the display in the cafetorium. Orders will be taken April 15th-30th with delivery in mid-may (just in time for summer play!).

APRIL 1986

	MARCH 31 FUN CLUB	1 Jewelry Making (3-6) Parachute Play Nature Crafts	2 SCAVENGER HUNT	3 Space Explorers Arts & Crafts Frisbee Games	4 Video Arts & Crafts	5 Birthday-Elizabeth Hagerman
6 Birthday-Jeremy Doelker	7 T-Ball Fashion Show Practice	8 Jewelry Making (3-6) Parachute Play Nature Crafts Care Council	9 Arts & Crafts Frisbee Games	10 CARNIVAL	11 NO SCHOOL Birthday-Maggie Diffenafer	12
13 Birthday-Mike Roll	14 T-Ball Fashion Show Practice	15 Jewelry Making (3-6) Parachute Play Nature Crafts Birthday-Chris Yep	16 "Animals in the Park" Metropolitan Parks Dept.	17 Space Explorers Arts & Crafts Frisbee Games	18 Dirt Day Arts & Crafts	19
20	21 T-Ball Fashion Show Practice	22 Jewelry Making (3-6) Parachute Play Nature Crafts Care Council	23 Open House Program 5:45 Fashion Show Arts/Crafts Display	24 Space Explorers Arts & Crafts Frisbee Games	25 Dirt Day Arts & Crafts	26
27	28 T-Ball Fashion Show Party	29 Jewelry Making (3-6) Parachute Play Nature Crafts . . .OPEN HOUSE	30 C.A.S. Board Mtg.7:30 FUN CLUB	MAY 1 MAY DAY ACTIVITIES REGISTRATION. . . 86-87 SCHOOL YEAR	2 Dirt Day Arts & Crafts	3

C.A.S. CARE AFTER SCHOOL

March, 1986 Edition Engel Press

~~JANUARY~~ FEBRUARY IN REVIEW

CAS was visited by Jo Osborn of the Worthington Public Library on February 5th. Mrs. Osborn brought several enjoyable stories. Paul Bunyan and Crictor were our favorites.

Valentine's Day celebrations began on February 12th when heart shaped cookies were decorated for snack. Many of the hearts looked professionally decorated with icing designs and carefully placed candies. Valentine puzzles were made February 13th and the video "Empire Strikes Back" was shown on February 14th complete with popcorn as a snack.

The students from the Alternative Program shared their theatrical skills with us on February 19th. Several games involving trust were played followed by a fun-filled improvisation game where the actors and actresses of CAS were cast in various situations.

Ms. Janice Guess from the Franklin Park Conservatory shared her knowledge of plants with CAS on February 26th. Everyone planted their own coleus plant and were given instructions on its care.

February 27th was "Fun Club Day" at CAS. Forth students with a good behavior record for the month of February were treated to McDonald's orange drink and hamburgers. Special thanks to Mike Pavlecho of the New Market McDonald's for providing orange drink and cups. Let's have everyone in the March Fun Club on March 31st!

CARE COUNCIL

The Care Council was formed in February to give the students a more active role in the decision-making process of CAS. The council consists of one boy and one girl in grades K-3 and one boy and one girl in Grades 4-6 from each school. The following students were elected to the Council:

Liberty: (K-3) Allie Walker and J.T. Callahan; (4-6) Heather Cox and Derk Trimarche

Brookside: (K-3) Maggie Diffenderfer and Jeremy Doelker; (4-6) Rebecca Rabb and Jason Barker

Worthington Hills: (K-3) Sheri Chaney and Jarrod Shirk

Worthington Estates: Michelle Lowry

Election of officers was held on Tuesday, February 18th. The results were as follows:

President -- Heather Cox
Vice President -- Michelle Lowry
Secretary -- Jason Barker
Treasurer -- Alli Walker

Congratulations to everyone elected to the Council! We are confident that they will all do a fine job of representing their fellow classmates.

FEBRUARY NEW GAME

Care Council has voted to add one of Weird Al Yankovich's tapes to our collection as the February new game. Before long we'll know all the words to these zany songs!

CARNIVAL CLUB

The Carnival club was formed in February to construct a game for Liberty's Carnival held in May. Students in grades 4-6 are hard at work selecting an appropriate game. Construction is set to begin next month.

COLORING CONTEST WINNERS

THE EMPIRE STRIKES BACK:

Audrey Rosenblatt
Ryan Gutmore
Jason Barker

THE HEART:

Heidi May
Ruchee Sachdeva
Erica Eastman

BOY AND GIRL OF THE MONTH

Julie Cahill is in Mrs. Dixon's 1st grade at Liberty where math is her favorite subject. At CAS, she enjoys making the art projects and playing with her friends. At home, Julie enjoys playing computer math games with her sister.

Jeremy (J.T.) Callahan is in Ms. Bryant's 3rd grade at Liberty where reading is his favorite subject. Snack is the thing he enjoys most at CAS. At home he enjoys playing outdoors and playing with his brother.

CONGRATULATIONS JULIE AND J.T.!

MARCH 1986

						1
2	3 Kickball Drama	Needlecrafts 4 Gym Games Table Games Care Council Meeting	5 Name That Tune	6 Arts & Crafts Football Table Games	7 Videos	8
9	10 Kickball Drama Carnival Club	11 Needlecrafts Gym Games Table Games	Youth to Youth Puppet 12 Show "Keep Off the Grass" Birthdays- H.Cox-J.Shirk	13 Arts & Crafts Football Table Games	Videos 14 Birthday- Stephanie Davis	15
16	17 Kickball Drama Birthday- Chris Smiley	18 Needle-crafts Gym Games Care Council Meeting	19 Kite Festival C.A.S. Board Meeting	20 Arts & Crafts Football Table Games	21 Superman Video 3:15	22
23	24 . . . S P R I N G V A C A T I O N . . .	25	26	27	28 Good Friday	29
Easter 30 Birthday- Darrin Hall	31 School Begins FUN CLUB	Birthdays- Steve String Katie Dweller				

C.A.S. CARE AFTER SCHOOL

February, 1986 Edition Engel Press

IMPORTANT NEWS!

Advance registration for the 1986-87 school year will be held February 10th-21st for those currently enrolled in the program. Please pick up registration forms at C.A.S. and return them, along with your registration fee, by February 21st.

This early enrollment period will enable those families currently enrolled in the program to be given priority over new applicants.

Please don't delay as we have had quite a long waiting list this year!

THE FUN CLUB

The Fun Club was begun in January to reward the many children at C.A.S. who exhibit good behavior and social skills. Membership is open to anyone who has not been in "Time Out" for the month. Near the end of each month, members will be treated to a special snack or activity. Last month a pizza party was held in honor of our Fun Clubbers. Special thanks go to Eric Born and the people at Dominos Pizza for the delicious pizza we all enjoyed.

PARENT REMINDERS

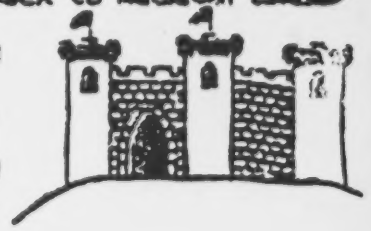
Thank you for doing such a good job of keeping us informed of your schedule changes. This small courtesy makes our day run so much smoother. Keep up the good work!

JANUARY IN REVIEW

The game show "Name That Tune" came to C.A.S. on January 8th. Many participants skillfully identified familiar songs, but none more successfully than ALLIE WALKER, who was our grand prize winner, and CALLAHAN, who came in second place.

Ms. Kathy East, from the Main Library, made puppets at C.A.S. on January 16th. Her three puppet shows and informative explanations served as a fine introduction to Mrs. Chandler's Thursday puppetry class.

C.A.S. was taken back to medieval times January 22nd as the "Lancelvent Company," dressed in medieval costumes and armour, talked to us on life in the Middle Ages. We especially enjoyed the opportunity to handle the armour and ask questions.



Balloon Games were a popular activity at C.A.S. on January 23th. JOHN HIGGINS, CHRIS GUTHRIE, and DEBBIE YEP proved themselves to be full of hot air by winning the "Balloon Burst." The "Balloon Stomp" was won by RACHEL CLARK, MARCIA YEP, and DARREN HALL. Many fun-filled relays were played and all the participants enjoyed the balloon activities.

The winners of the January Coloring Contest were:

AUDREY ROSENBLATT -- 5 and 6 yr old
JULIE CAHILL -- 7 and 8 yr old
REBECCA RABB -- 9 and 10 yr old

FRIDAY VIDEOS

Thanks to the generosity of Liberty School, who have made their VCR available to us, we have begun showing videos on Friday's. Anyone interested in lending a video to C.A.S. please see Mrs. Culver. Rated G or PG only, please!

BOY AND GIRL OF THE MONTH

HEATHER COX is our January girl of the month. Heather is in Mr. Robbin's 4th grade class at Liberty School where math is her favorite subject. She enjoys doing homework and playing in the gym at C.A.S. In her free time, she enjoys reading and playing with Thumper, her pet rabbit.

RYAN GUTMORE is our January boy of the month. Ryan is in Mrs. Broschak's 2nd grade class at Liberty School, where his favorite subject is math. He likes most everything at C.A.S., especially the gym time. At home, he enjoys playing ice hockey in his back yard.

SUMMER CHILD CARE

Many parents thoughts are no turning to summer child care. If you know of anyone (age 13 or over) interested in providing summer care, please contact Mrs. Culver so that we may set up a referral service to assist those in need.

MEALS IN A HURRY

"What can we have for dinner?" is a question often heard at C.A.S. Do you head for the nearest McDonald's or serve up your favorite jiffy recipe? C.A.S. would like to help by compiling a book of quick and easy meals. Please give us a copy of your favorite speedy supper, including preparation time, and we'll give you several answers to this familiar question.

HIGH SCHOOL HELPERS

Have you seen new faces at C.A.S. lately? Five students from Linworth Alternative High School are lending a hand at C.A.S. and earning credit in child psychology. They are: Sheri Ellis, Cheri Reber, Sara Schwartz, Nicole Seifert, and Dana Suan. We are very happy to have them aboard.

***** SPECIAL THANKS to Mrs. Tina Engel (Steven's Mom) for her hard work in putting this newsletter together on her computer.

FEBRUARY 1986

						1
2	3 Basketball Cheerleading Carnival Club Meeting	4 Needlecrafts Games	5 Worthington Library Storytelling	6 Puppetry Games	7 Videos "The Cosby Show" Arts & Crafts	8
9 Birthday-Audrey Rosenblatt	10 Basketball Cheerleading Carnival Club Meeting	11 Needlecrafts Games Birthday-Dirk Trimarche	12 Valentine's Party (Special Treat)	13 Special Valentine Craft	14 Special Video "The Empire Strikes Back" Arts & Crafts 3:00	15
16	17 President's Day Worthington Cheerleaders	18 Needlecrafts Games	19 Special Event to be announced	20 Puppetry Games	21 Videos Arts & Crafts Half Birthday-Kelly Little	22
23 Birthday-Jamie Myers	24 Basketball Cheerleading Carnival Club Half Birthday-Kris Carroll	25 Needlecrafts Games	26 Franklin Park Conservatory C.A. Board meeting 7:30	27 FUN CLUB Puppetry Games	28 Videos Arts & Crafts Birthday-J. Bachadeva	MARCH 1

JANUARY 1986

PARENT REMINDERS

1) This week, Jan. 6-10, our message-taker will not be available for calls. Please make your calls to Marge at 846-1770 before 1:00.
2) REMEMBER, hourly cards are now $45 for 30 hours. Please make your check out for $45 when your current card expires.
3) This winter we will continue to go outside for recess, weather permitting. Please dress your children accordingly.

SANTA'S TRIP TO CAS

Santa came to CAS on Dec. 19th and surprised us all with new equipment. We received the following:
Fisher Price Tape Recorder
Books and Tapes
Monopoly
Candyland
Simon
Nok Hockey
FP Rub-A-Rounds
Lil' Professor Calculator
2 Questron and Books
Chalkboard
Pool Game

Thank you Santa Claus!!!!

CHRISTMAS PROGRAM

Twenty of our students here at CAS turned the cafeteria stage into Santa's workshop on December 18 and 19 with their performance of Christmas Magic. The children and many parents enjoyed the programs. A big congratulations to the entire cast for a FANTASTIC play. You were all "super stars"!

COLORING CONTEST WINNERS

Age 7 - 8 Rachel Clark, Molly Melvin
Age 9 - 10 Jeremy Doelker
Many of this month's contests were turned in with no names. Thus, there is no 5 - 6 yr. old winner.

BOY AND GIRL OF THE MONTH

December's Girl of the Month is Marika Yep.
Marika is in Miss Bryant's third grade at Liberty where art is her favorite subject. At C.A.S. she starred as Mrs. Claus in the play. At home, she really enjoys crafts and playing with her dog, Smokey. Congratulations, Marika!

December's Boy of the Month is Jarrod Shirk.
Jarrod is in Mrs. Luckey's first grade at Worthington Hills, where arts and crafts is one of his favorite activities. He enjoys helping out at C.A.S. and is really looking forward to playing the new games in 1986.

JANUARY 1986

			1 NEW YEAR'S DAY	2	3 Birthday- Joe Scowden	4 Half Birthday- Molly Melvin
5	6 Basketball Cheerleading	7 Arts & Crafts Games	8 "Name That Tune" Birthday- Chris Eastman	9 Arts/Crafts Games Sports Card Club	10 Movies	11
12	13 Basketball Cheerleading	14 Arts & Crafts Games Half Birthday- Julie Cahill Birthday- Valerie Tyson	15 Puppet Show (Columbus Public Library)	16 Puppetry Games Sports Card Club	17 NO SCHOOL	18
19	20 Martin Luther King Day NO SCHOOL Birthday- Michelle Lowry Heather Niess	21 Arts/Crafts Games	22 The Lance Knight Company Half Birthday- Steve Engel	23 Puppetry Games Sports Card Club	24 Movies	25
26	27 Basketball Cheerleading Half Birthday- Erica Eastman	28 Arts/Crafts Games	29 Balloon Games	30 Puppetry Games Sports Card Club	Movies	

EXTENDED DAY PROGRAM

Glendening Elementary

Coordinator/Director: Flo Reinmuth
A.M. Site Director: Becky Syner
P.M. Site Director: Lori Mays
P.M. Teacher: Janet Davis

We would like to welcome these new students to our program: Candace Taylor DeNeane Burch, Lizzie Estadt and Jessica Morris.

Welcome back to Mrs. Davis, too!

Birthdays we celebrated:

Hope Childress	April 8
Amy Veit	20
Andre Kwan	21

IMPORTANT DATES FOR MAY AND JUNE

Monday, May 26 - No School
Thurs., June 5 - Cookout
Monday, June 9 - Last Day of School/ Program

APRIL IN REVIEW

Out theme this month was "New Beginnings". The A.M. program made paper flowers and story shapes. Since the weather was getting warmer, some of our favorite activities were outdoors ... drawing pictures on the sidewalk with colored chalk, having a playground scavenger hunt, and playing on the equipment. Some of our cooking projects included microwave brownies on Hope's birthday, pancakes, monster toast and donut holes.

The P.M. program made potato stamps, toothpick designs and created our own butterflies. We've played outside as often as we could making up some fun games together to play on the big toy. We had lots of fun with pudding art and enjoyed making our own version of Puppy Chow. We decided to change the name to Kid Chow!

With the end of the year coming up soon, we will try to estimate the hours we think your child will need and use when you're ready to buy new cards. All unused portions of your card will be refunded.

WE NEED YOUR HELP

There was VERY LITTLE response to our Parent Advisory Council. Since this will be our last newsletter for the year, we would like your opinion of the Extended Day Program. We would also like any suggestions to help make the program better for next year. If you would like to register for next year's program, please contact Flo Reinmuth, 837-2016.

A BIG THANKS for all your support this year!
We hope to see all of you again next year.
Have a safe, great summer!

PARENT ADVISORY COUNCIL

I liked the program because . . .

These are some of the things I liked and disliked about the program . . .

Some suggestions I would like to make for next year's program are . . .

Please send these back to Mrs. Syner, Mrs. Mays, Mrs. Davis or Mrs. Reinmuth.
Thank you!!

A.M.

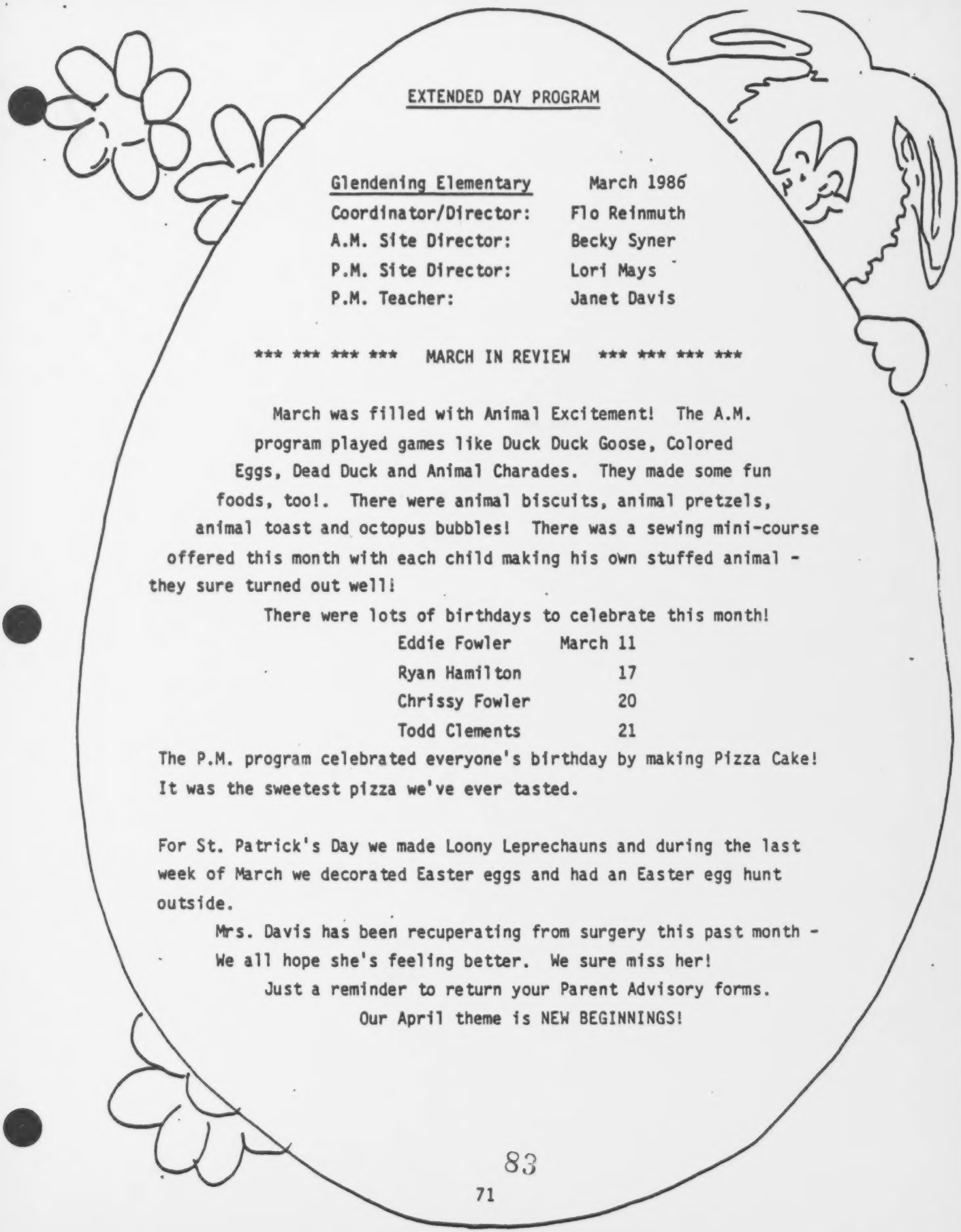
MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5 Outdoor Play Soccer	6 Special Activity Sign Language	7 Art Day	8 Outdoor Play Chalk Pictures	9 Cooking Fresh Fruit Salad p.24	10
11	12 Outdoor Play Kickball	13 Special Activity Sign Language	14 Art Day	15 Outdoor Play Scavenger Hunt	16 Cooking un-candy Bars p.56	17
18	19 Outdoor Play Foursquare	20 Special Activity Sign Language	21 Art Day	22 Outdoor Play Animal Cherades	23 Cooking Milk Shakes p.98	24
25	26 NO SCHOOL -- MEMORIAL DAY	27 Special Activity Sign Language	28 Art Day	29 Outdoor Free Play	30 Cooking Monster Toast	31
1	2 Play Safety Tips	3 Play Safety Tips	4 Play Safety Tips	5 Play Safety Tips	6 Cooking (To be decided)	7
8	9 LAST DAY OF SCHOOL	10				

P.M

MAY

Sunday	Monday (JOKE DAY)	Tuesday (COOKING)	Wednesday (TALENT DAY)	Thursday (SPORTS)	Friday (OUTDOOR PLAY)	Saturday
4	5 JOKES RIDDLES	6 POTATO SKINS	7 GHOST STORIES	8	9	10
11 MOTHERS DAY ♥	12 TONGUE TWISTERS	13 RICE KRISPIE BARS	14 my very own talent!	15 RELAY RACES	16 SPORTS TALK	17
18	19	20 MAKE YOUR OWN !	21 MAKE UP your own play	22 BOWLING	23 Safety Rules	24
25	26 NO SCHOOL	27 USA BERRIES	28 write invitations to Parents	29 APPLE DAY	30 SUMMER FUN	31
1	2 PREPARE FOR COOKOUT	3	4	5 COOKOUT	6 Free Play	7
8	9 Last Day of SCHOOL	10				



EXTENDED DAY PROGRAM

Glendening Elementary	March 1986
Coordinator/Director:	Flo Reinmuth
A.M. Site Director:	Becky Syner
P.M. Site Director:	Lori Mays
P.M. Teacher:	Janet Davis

*** *** *** *** MARCH IN REVIEW *** *** *** ***

March was filled with Animal Excitement! The A.M. program played games like Duck Duck Goose, Colored Eggs, Dead Duck and Animal Charades. They made some fun foods, too!. There were animal biscuits, animal pretzels, animal toast and octopus bubbles! There was a sewing mini-course offered this month with each child making his own stuffed animal - they sure turned out well!

There were lots of birthdays to celebrate this month!

Eddie Fowler	March 11
Ryan Hamilton	17
Chrissy Fowler	20
Todd Clements	21

The P.M. program celebrated everyone's birthday by making Pizza Cake! It was the sweetest pizza we've ever tasted.

For St. Patrick's Day we made Loony Leprechauns and during the last week of March we decorated Easter eggs and had an Easter egg hunt outside.

Mrs. Davis has been recuperating from surgery this past month - We all hope she's feeling better. We sure miss her!

Just a reminder to return your Parent Advisory forms.

Our April theme is NEW BEGINNINGS!

PARENT ADVISORY COUNCIL

Questions concerning the Extended Day Program:

Suggestions I would like to make to help improve the program:

I can help the program by:

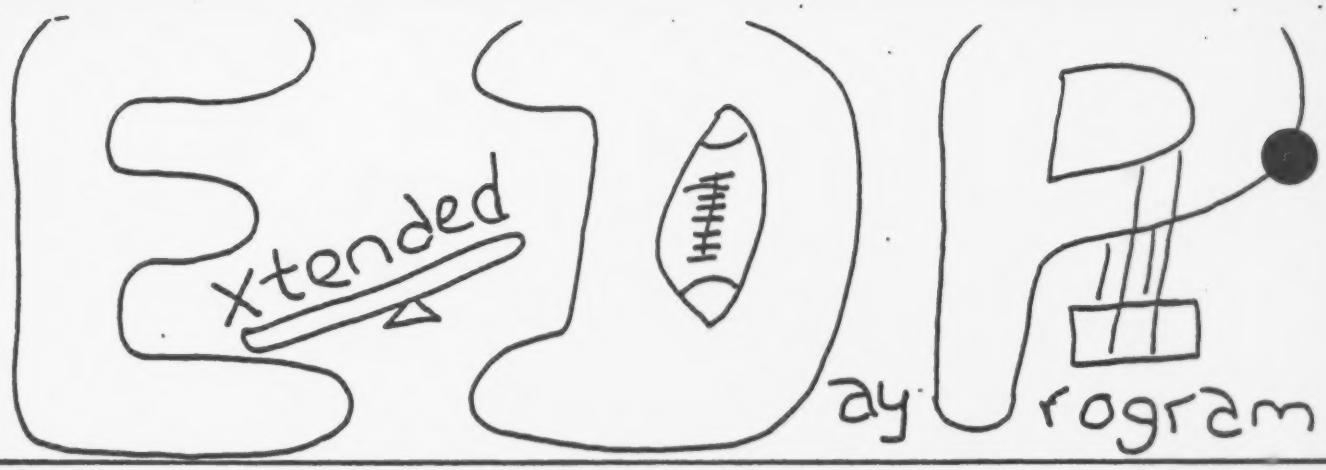
STUDENT'S NAME: _____

PARENT'S NAME: _____

..... Extended Day A.M

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31	1 NO	2 SCHOOL --	3 SPRING	4 BREAK	5
6	7 Trivia and Game Day	8 Hope's Birthday Cooking "Microwave Brownies"	9 Art Day "Spring Blossoms" mural / Poster to hang	10 Outdoor Activity Blowing Bubbles	11 Special Activity Planting Beans	12
13	14 Trivia and Game Day	15 Cooking "Pancakes"	16 Art Day Making paper flowers.	17 Outdoor Activity "Safari"	18 Special Activity Making Play Dough	19
20	21 Trivia and Game Day	22 Cooking "Monster Toast"	23 Art Day "Corny Collage"	24 Outdoor Activity "Sidewalk Chalk Talk"	25 Special Activity Coloring and stringing Macaroni	26
27	28 Trivia and Game Day	29 Cooking "Donut Holes"	30 Art Day "Vegetable Soup"	1 Outdoor Activity Free Play	2 Special Activity story shape Mobile	3



Sedalia Elementary — March 1986

Coordinator/Director: Flo Reinmuth
A.M. Site Director: Marguerite Bartzis
P.M. Site Director: Sheila Probasco
P.M. Teacher: Marguerite Bartzis

Animal Month

During the month of March, the Extended Day Program had some activities centered around animals. We were very pleased to have Denise Crew from the Docktor Pet Center at the Eastland Mall join us for an afternoon. The children had a lot of fun and excitement watching two 9-week old Chow Chow puppies play together in the gym. Denise also brought an English rabbit, a guinea pig, and a cockateal.

She gave the children information from the history of each animal to the care they should be given.

We want to thank her for transporting the animals to Sedalia and for giving the children a first hand experience with all the animals.

Welcome

The Extended Day Program wants to welcome the following students: Chris and Pat Naegele, Micah Collier, Tommy Hay, Kathy Huber, and David Johnson.

Visitor

Rachel Miller, an eighth grade student, has been with us on Tuesdays and Wednesdays this month. She is working toward a Girl Scout badge and will be with the Extended Day Program through the month of April. She enjoys doing different activities with the children, including aerobics. We are very glad to have her with us.

Stuffed Animal Contest

A big event in March was the stuffed animal contest. The students brought in the favorite animal from very small in size to extremely large (approx. 5 ft.)! The winners were selected by the children in the following categories:

	A.M. Students	P.M. Students
Smallest	Jason Wiles	
Largest	Scott Hanson	Scott Hanson
Cutest	Jenny Bickley	
Most Unique		Brenda Strapp
Furriest		Amanda Strapp
Funniest	Stephanie Yoakum	Jenny Bickley
Cuddliest		Jessica Yoakum
Most Well Kept	Kathy Huber	Johnathan Crum

STUDENTS OF THE MONTH

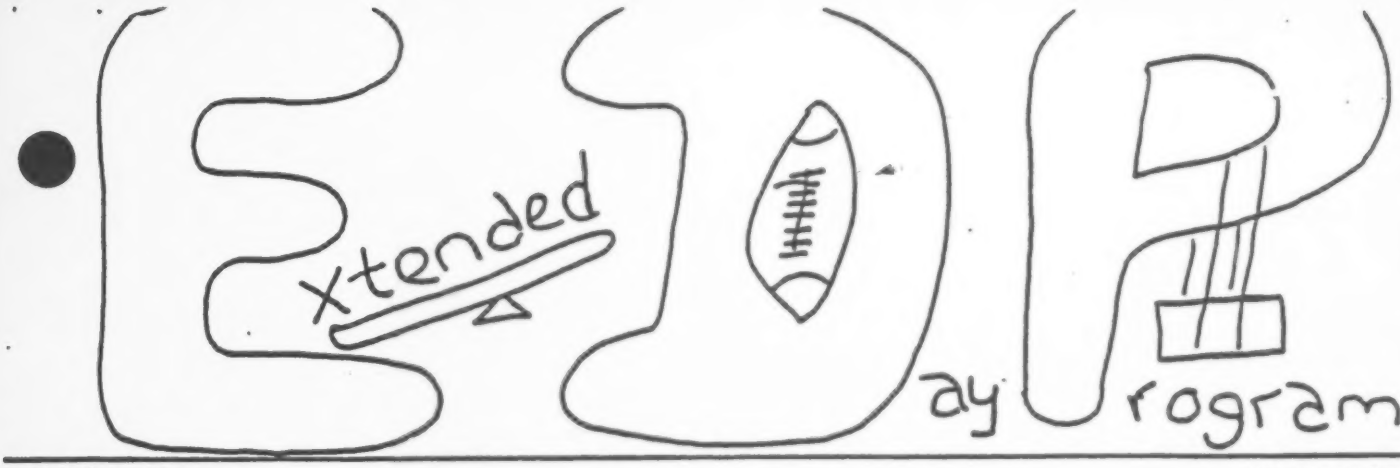
Andy Harris
Chris Huckeby

Andy thinks the Extended Day Program is OK. He likes making new friends and going on the bus from Dunloe to Sedalia Elementary after school. Playing basketball in the gym is really fun for him. He goes ice racing on his motorcycle at Buckeye Lake and has won 8 trophies. He is a 4th grader and is in Mrs. Wollenberg's class.

Chris says that he likes the Extended Day Program because it's a lot more fun than the other day care center he was attending. He enjoys playing ball in the gym, using the mats, making things, and watching the movies and eating popcorn on Fridays. He likes the teachers, too. He is in Mrs. Smith's 3rd grade at Sedalia and is really into Karate. At home he has a cat named Bootsie.

MARCH 1986

						1
2	3 Favorite Animal Stories	4 "Pets" Day with Pictures	5 Animal Charades	6 Creative Art	7 Movies: Circus Day / Cricket in Time Square	8
9	10 Cooking: Peanut Butter Balls	11 Spring Art	12 Ballgames on the Court	13 Animal Ant with Seeds	14 Movie: Beyond the Sea	15
16	17 Cooking: Mystery Grain Snack	18 Aerobics	19 NO SCHOOL	20 Stuffed Animal Contest	21 Movies: Story of Zachary Zween / At the Zoo	22
23	24 Color Easter eggs	25 Easter Coloring Contest	26 Visit from Dr. Pet Center	27 Project for Easter	28 NO SCHOOL SPRING	29 VACATION
30	31 NO SCHOOL					



Sedalia Elementary — March 1986

Coordinator/Director: Flo Reinmuth
A.M. Site Director: Marguerite Bartzis
P.M. Site Director: Sheila Probasco
P.M. Teacher: Marguerite Bartzis

***WELCOME**

Groveport Madison Local School District welcomes the following students to the Extended Day Program being held at Sedalia Elementary:

Sedalia Students - Jenny Bickley, Amie Cahill, Scott Hanson, Chris Huckeby, Jimmy Killilea, Tracy Osborn, Brenda Strapp, Mandy Strapp, Sheila Waddle, Jason Wiles, Jessica Yoakum, Stephanie Yoakum, and Johnathan Crum.

Dunloe Students - Heidi Correll, andy Harris, Brad Harris, and Nicole Harris.

We are very glad to provide this service to families in the Madison Elementary, Dunloe, and Sedalia areas.

JANUARY IN REVIEW

During our first month we have had such activities as: making toothpick towers and snow people, having a bubble gum contest (winner-Chris Huckeby), painting, building objects with popsicle sticks, watching movies, playing board games, having a variety of ball games, and cooking (adding to our recipe book each week). We also celebrated Nicole's birthday in January.

IN THE NEWS

We were pleased to have the Columbus Dispatch print an article in the Neighbor News on our Extended Day Program. Our thanks go to reporters, Sandra Hamilton and Bob Albrecht.

CONGRATULATIONS
Student for the Month of January
NICOLE HARRIS
Interviewed by Jenny Bickley

Nicole is in the 1st grade at Dunloe Elementary. Her teacher is Mrs. Kelly. Angela is her best friend at school. Nicole's favorite subject is math. There are 5 people in her family and one dog, Rascal.

FUN PAGE

By SCOTT Hanson

Math Problems
By JASON Wiles

7 x ___ = 49

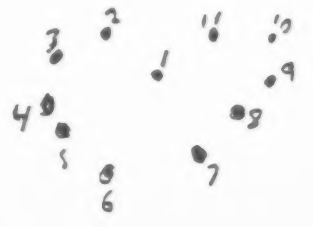
9 x ___ = 45

2 x ___ = 4

4 x ___ = 16

LOVE
HEART
VALENTINE
CUPID
LINCOLN
WASHINGTON

By Sheila W. 78



Andy Harris

FEBRUARY 1986

	Theme: WHO?	WHAT?	WHEN?			1
2	3 Cooking: Veggies and Dip	4 Ground Hog Puppets	5 Stretch and Exercise	6 Creative Painting	7 Movies: "Dragon Stew" "Casey at Bat"	8
9	10 Cooking: Pizza Bun	11 Mardi Gras Masks	12 Abraham Lincoln Penny	13 Valentine Cards Cooking: Honey Hearts	14 Movies: "George Washington" "Cuckoo Clock"	15
16	17 Cooking: Monster Toast	18 George Washington Coin	19 Hot Wheels Race	20 Creative Anything Goes	21 Movies: "Lost Puppy" "Stone Soup"	22
23	24 Cooking: Tortillas	25 Art with Yarn	26 Coloring Contest	27 Relay Races	28 Movie: "The Selfish Giant"	MARCH 1

EXTENDED DAY PROGRAM

Glendening Elementary — February, 1986

Coordinator/Director: Flo Reinmuth
A.M. Site Director: Becky Syner
P.M. Site Director: Lori Mays
P.M. Teacher: Janet Davis

**********WELCOME**********

We would like to welcome all those students who have enrolled in the Latchkey program this month.

Glendening students: Joe Ballengee, Robbie Dawson, Katie Daggett, Billy Tucker, Amy, Joe and Johnny Veit

Groveport students: Todd Clements and Ryan Hamilton

**********FEBRUARY IN REVIEW**********

Valentine celebrations began February 10 with the making of Valentine books. Each day we added more fun to our books - seek and find, unscramble the words, color the hearts, hidden messages and more. For our snack that week we iced heart shaped cookies.

The morning program took Mountain Dulcimer lessons from Mrs. Syner. One day each week was exercise day and one day was book sharing.

We've learned to play some new board games this month - Stratego and Happy Days, but Pay Day seems to be the most popular. Todd C. brought in one of his games to share with us - Fraggle Rock - what a fun game! Thanks Todd!

The Student Advisory Council was formed in February to give the students a more active role in the decision-making process of the Extended Day Program. Currently all the children are involved. One thing they've helped with is the activity calendar for March.

We would like to start a Parent Advisory council next month. Attached to each newsletter will be an information sheet for each parent to fill out. Any questions, help or suggestions from parents will be greatly appreciated. We want our program to be the best it can be for "our" kids.

Our March theme is ANIMALS.

March 19-Parent Conferences
No School/No Program

Don't forget these important dates:
March 28-April 4
Spring Break

M	T	W	Th	F	
3 Game Day "Duck, Duck, Goose"	4 Cooking "Animal Biscuits"	5 Art Day	6 Puppet Practice	7 Mini-Course Sewing Stuffed Animals	
10 Game Day "Colored Eggs"	11 Cooking "Good Granola" (p. 26) Eddie's Birthday	12 Art Day	13 Puppet Practice	14 Mini-Course Sewing Stuffed Animals	
17 Game Day "Dead Duck" Ryan's Birthday	18 Cooking "Animal Pretzels" (p. 38)	19 Conference Day NO SCHOOL/ NO PROGRAM	20 Puppet Practice Chrissy's Birthday	21 Mini-Course Sewing Stuffed Animals Todd's Birthday	
24 Game Day "Animal Charades"	25 Cooking "Octopus Bubbles" (p. 44) "Animal Toast" (p. 40)	26 Art Day	27 Puppet Show	28 NO SCHOOL/ NO PROGRAM Spring Break	
31	APRIL 1	2	3	4	

NO SCHOOL OR PROGRAM - - - SPRING BREAK

MARCH

81

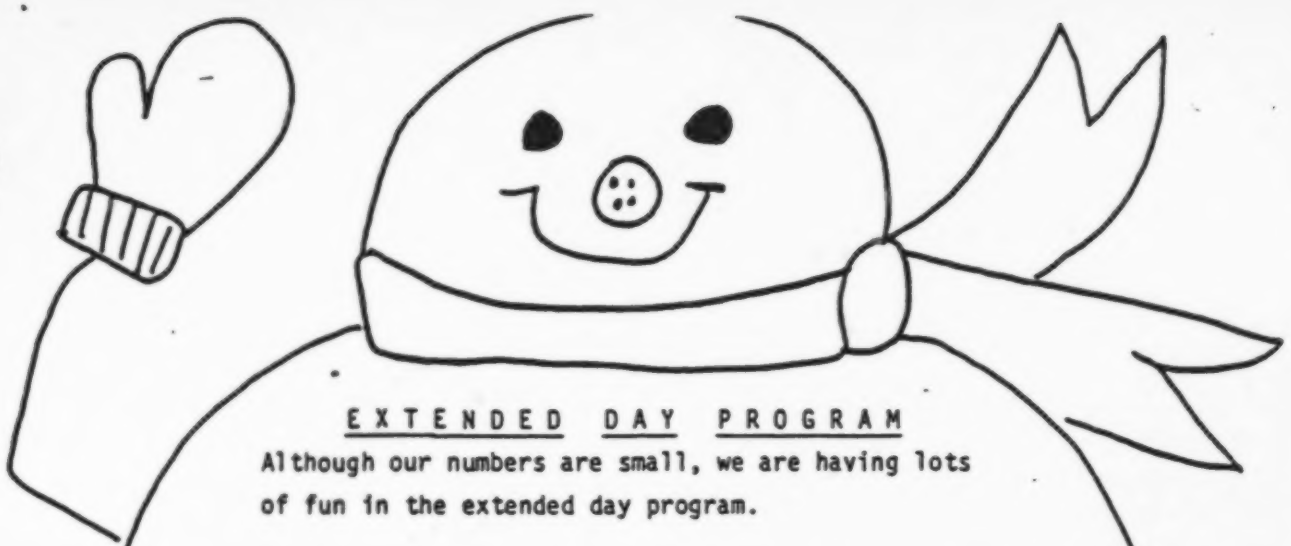
96

97

AFTER SCHOOL EXTENDED DAY

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	FUN AND GAMES ↓	COOKING DAY ↓	ARTS AND CRAFTS ↓	SPECIAL EVENTS		1
2 * RIGHT TO READ WEEK →	3 UNO CONTEST COLORING BASKET BALL	4 PEANUT BUTTER BALLS MY FAVORITE STORY and character	5 CHARACTER PUPPETS	6 PUPPET SHOW	7 MAKING BOOK MARKS	8
9	10 ANIMAL MEMORY ANIMAL MOTHERS and Babies	11 Eddie's B-day Edible Jewelry ANIMAL MURAL	12 MY FAVORITE ANIMAL (POSTER)	13 ALL ABOUT PETS (film)	14 LEPRECHAUNS are FUN (MAN MOBILE)	15
16	17 Ryan's B-day 'LOONY LEPRECHAUN	18 PIZZA CAKE ANIMAL BINGO	19 CONFERENCE DAY — NO PROGRAM	20 CHRISSY'S B-day BREEZING THROUGH MARCH Weather station	21 Todd's B-day Plays for TWO	22
23	24 COLORING CONTEST	25 ANIMALS IN DANGER "DRAGONS DEN"	26 EASTER BASKET and card	27 Easter FUN Easter Ping EGG HUNT	28 EASTER.. BREAK BEGINS NO SCHOOL NO PROGRAM	29
30	31 SPRING BREAK —	1	2	3 NO SCHOOL	4	5



EXTENDED DAY PROGRAM

Although our numbers are small, we are having lots of fun in the extended day program.

Each afternoon we have juice and a snack which are enjoyed by all. Students have had help with their homework, gone outdoors, played basketball games, worked on puzzles and played board games.

Every Tuesday is cooking day. In January we've made cut-out peanut butter and honey snacks, celery/carrot wagons, mini-pizzas and nachos.

For special activities this month we have had seek and finds, a clown coloring contest with Hope Childress winning first place for the most colorful, Eddie Fowler winning first place for the neatest, and Chrissy Fowler winning first place for the brightest. Students also worked with naming months of the year, making snowman paperbag puppets and making a "Dress Your Snowman" game.

In the morning extended day, the children worked every day on a counted cross-stitch project, made and colored their own story books, and used water paints in creating their own pictures.

A breakfast snack is also available every day for the kids. Monster Toast was a big hit! Try it at home!

We thank you for your support. If you ever have any questions or suggestions concerning the program, please feel free to ask any of us.

Mrs. Becky Syner, A.M.
Mrs. Janet Davis, P.M.
Mrs. Lori Mays, P.M.

FEBRUARY

M	T	W	Th	F	
	3 Game Day	4 Exercise Day	5 Book Day	6 Cooking "Egg Boats" (p. 22)	7 Mini-Course Mountain Dulcimer	
	10 Game Day	11 Exercise Day	12 Book Day Abe Lincoln's Birthday	13 Cooking "Honey Hearts" (p. 108)	14 Mini-Course Mountain Dulcimer	
	17 Game Day Presidents Day	18 Exercise Day	19 Book Day	20 Cooking "Good Granola" (p. 26)	21 Mini-Course Mountain Dulcimer	22nd - George Washington's Birthday
	24 Game Day	25 Exercise Day	26 Book Day	27 Cooking "Monster Toast" (p. 40)	28 Mini-Course Mountain Dulcimer	

FEBRUARY

PM Extended Day Program

M	T	W	T	F
3 Cooking Day "Milkshakes"	4 Game Day	5 Special Activity "Who-What-When"-board	6 Film Day	7 Game Day
10 Cooking Day "Cookie Decorating"	11 Game Day	12 Special Activity "Valentine Love-Bugs"	13 Film Day	14 Special Fun
17 Cooking Day "Monster Toast"	18 Game Day	19 Special Activity Chinese New Year	20 Film Day	21 Game Day
24 Cooking Day "Peanut Butter Balls"	25 Game Day	26 Special Activity "Make a Puzzle"	27 Film Day	28 Game Day

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